

Attachment III

Instructions for Submission of WIA Quarterly Summary Report

General Instructions

Each state must submit a Quarterly Summary Report to provide DOL with the most recent performance information. This report is to be submitted according to the following guidelines:

- **Due date.** The report is due 45 days after the end of the report quarter. For example the first report quarter is July 1, 2000 to September 30, 2000 and the report will be due November 14, 2000. Due dates for PY 2000 are:

- First Quarter (7/1/2000-9/30/2000)	November 14, 2000
- Second Quarter (10/1/2000-12/31/2000)	February 14, 2001
- Third Quarter (1/1/2001-3/31/2001)	May 15, 2001
- Fourth Quarter (4/1/2001-6/30/2001)	August 14, 2001
- **Scope.** The report will contain state aggregate data for individuals served by Title I-B of WIA, including individuals served by local funds, statewide funds, and National Emergency Grant and partner program funds.
- **Time period.** To allow for the data collection delay inherent in the WIA performance indicators, the Quarterly Summary Report collects information for each performance indicator for the most recent participation/exit quarter for which the indicator is available. In some cases, this information may reflect outcomes that were actually attained in prior quarters but for which data has just become attainable. The quarterly report is a snap shot of quarterly activity and is not cumulative.
- **Updates.** States may use the form to update information reported in previous quarters, if necessary.
- **Data collection format.** The state will report both the numerator and denominator for each performance indicator. This detail is needed so that the information can be aggregated over states to provide national estimates and so it can be aggregated over quarters.

For each performance indicator, the state is to report the negotiated/adjusted level of performance for the program year and the actual performance (both numerator and denominator) for the most recent quarter available. To clarify the timing of the data items, the form contains columns for eight different participation/exit quarters, ranging from the report quarter to the quarter seven quarters before the report quarter.

Columns that would not normally be reported are grayed out. However, states are encouraged to fill out these grayed out cells to update or correct information reported in previous Quarterly Summary Reports or to report information for more recent exit cohorts if available.

Detailed Instructions

Date quarter ended. For each column the date the quarter ended should be indicated. This information is needed for validation.

Total participants. The total number of WIA registrants who received WIA-funded or non-WIA-funded partner services in the report quarter. Also include individuals with gaps in service due to health/medical conditions and delays before training begins. Once an individual has exited from WIA (see below), they should not be reported as a participant in subsequent quarters unless there is a new or renewed registration.

Total Exiters. The total number of WIA registrants who exited WIA in the quarter before the report quarter. This information cannot be reported for the report quarter because exiters may not be identified for up to 90 days after the exit date.

Exiters. Each individual becomes part of an exit cohort, a group who are determined to be “exiters” within a particular quarter and are looked at together for measurement purposes. There are two ways to determine exit:

1. a participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner service within the quarter (hard exit) or
2. a participant who does not receive any WIA-funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit).

Participants who have a planned gap in service of greater than 90 days should not be considered as exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs with a reason for such a gap in service. Participants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services, should be excluded from the measures. Once a participant has not received any WIA funded or partner services for 90 days, except follow-up services and there is no planned gap in service, then that participant has exited WIA for the purposes of measurement in 15 of the 17 core measures (the younger youth skill attainment rate and employer customer satisfaction measures are not based on exit).

The exit date will be the last date of WIA funded or partner service received (except follow-up services). For a soft exit, the date of exit cannot be

determined until 90 days has elapsed from the last date of service. At that point, the exit date recorded is the last date of service. The exit quarter (referred to throughout the definitions of the measures) is the quarter in which the last date of service (except follow-up services) takes place. If a participant exits WIA and receives future WIA services after exiting, that participant is treated as a new participant for purposes of the core measures and will be included in the appropriate measures. The definition of exit applies to all of the core measures except the younger youth skill attainment and employer customer satisfaction measures.

Performance Indicators

Summary definitions of the performance indicators are presented in TEGL 7-99 Attachment A. (The 2 pager with the formulas—numerator and denominator). General definitions are presented in Attachment B of the same TEGL. Detailed calculation instructions are presented in Attachment C of TEGL 7-99 (the specs).

As far as time periods for measurement are concerned, it should be kept in mind that measures fall into two main categories as described in detail in TEGL 7-99. In summary, these measurement groups and their time period for measurement are:

- Measures related to employment as the primary outcome or as a partial outcome and require the use of the UI wage records as a data source including the adult, dislocated worker and older youth entered employment, retention, earnings, and credential measures and the younger youth retention rate.

For this group of measures, for the most part, there is a time delay of at least two quarters after the quarter in which a person exits services and the time when all the UI wage record data for the quarter after exit are available for record matching. For measures that occur at six months after exit, such as the employment retention and earnings measures, the delay will be at least one year after the exit quarter.

For PY 2000, all states will use the last three quarters of PY 1999 and the first quarter of PY 2000 for all of the measures listed above.

- Measures which are not employment based and not tied to wage records including the younger youth skill attainment rate and diploma or equivalency rate, and the two customer satisfaction measures. These measures are considered “real-time” measures in which states will use the four quarter in the program year for calculating performance. This also applies to PY 2000.

Since there is no need to go back in time for these non-employment related measures due to the use of UI wage records, the actual program year time period will be used beginning on July 1, 2000.

- This approach of having two time periods, with States going back three

quarters prior and the first quarter of the current program year and the second for the group of “real-time measures being for the actual program year, will continue for future years of WIA implementation.

Performance Indicators for Adults, Dislocated Workers, and Older Youth

Entered Employment Rate. Reported for individuals who exited three quarters before the report quarter. For example, for the first WIA report quarter (July 1 to September 30, 2000), this information is for individuals who exited from WIA or JTPA during the quarter from October 1, 1999 to December 30, 1999. Information for JTPA exiters is reported because it is used to determine WIA performance for PY 2000. See below for additional transition instructions.

Six Months Employment Retention Rate. Reported for individuals who exited five quarters before the report quarter.

Six Months - Earnings Change (Adults/Older Youth), Earnings Replacement (Dislocated Workers). Reported for individuals who exited five quarters before the report quarter.

Employment And Credential Rate (Adults/Dislocated Workers), Credential Rate (Older Youth). Reported for individuals who exited three quarters before the report quarter.

Performance Indicators for Younger Youth

Younger Youth Skill Attainment Rate. Reported for youth who attained a skill within the scheduled timeframe.

Younger Youth Diploma or Equivalent Attainment Rate. Reported for youth who exited in the quarter before the report quarter.

Younger Youth Retention Rate (postsecondary ed. /advanced training, or placement and retention in military service, employment or qualified apprenticeships). Reported for individuals who exited five quarters before the report quarter.

Participant Customer Satisfaction. Reported for individuals who exited in the quarter before the report quarter. These individuals typically were surveyed in the either the exit quarter or report quarter. Some may be surveyed shortly after the end of the report quarter. The value of the index score, the number of completed surveys, the sample size, and the number of participants eligible for the survey are to be reported.

Employer Customer Satisfaction. Reported for employers whose service ended in the quarter before the report quarter. These employers typically were surveyed in the

report quarter or the preceding quarter. The value of the index score, the number of completed surveys, the sample size, and the number of participants eligible for the survey are to be reported.

Transition from JTPA. The Quarterly Summary Report for the first quarter of PY 2000 (July 1, 2000 to September 30, 2000) is due November 14, 2000. This report will contain information for that quarter as well as for the previous three quarters, which were JTPA quarters for most states. Data for these quarters are needed because several of the PY 2000 performance indicators will be based on exiters from the first quarter of PY 2000 and the last three quarters of PY 1999 (even though these are JTPA quarters for most states). Thus, in the PY 2000 Q1 report, all relevant data in the columns labeled Report Quarter, Q-1 (PY 1999 Q4), Q-2 (PY 1999 Q3), and Q-3 (PY 1999 Q2) should be reported by all states. In addition, states that implemented WIA on July 1, 1999 also should report data requested in the column labeled Q-4 (PY 1999 Q1) because PY 1999 Q1 is a WIA quarter for those states.

In each subsequent Quarterly Summary Report the oldest quarter reported should still be PY 1999 Q2 (PY 1999 Q1 for early implementation states). Thus in each subsequent Quarterly Summary Report, an additional relevant column will be filled out, as detailed in the chart below. In each Quarterly Summary Report, the report quarter and previous quarters marked by T should be reported by all states. In addition, states that implemented WIA on July 1, 1999 should report the quarters marked by i. In all rows (except the row labeled future quarters) the rightmost T denotes PY 1999 Q2 and i denotes PY 1999 Q1.

For example, the PY 2000 Q3 report should contain data on quarters back through Q-5 (PY 1999 Q2) for all states. In addition, early implementation states should report Q-6 (PY 1999 Q1).

Report Quarter	Q-1	Q-2	Q-3	Q-4	Q-5	Q-6	Q-7
PY2000Q1	T	T	T	i			
PY2000Q2	T	T	T	T	i		
PY2000Q3	T	T	T	T	T	i	
PY2000Q4	T	T	T	T	T	T	i
PY2001Q1	T	T	T	T	T	T	T
Future Quarters	T	T	T	T	T	T	T